



Application for Certificate from Mt. San Jacinto College

PLEASE PRINT MY NAME ON THE CERTIFICATE AS FOLLOWS:

Year first attended MSJC _____

Name *PRINT:* _____
First Middle Last

Former Name _____ I.D. Number _____ Birthdate _____

Address _____
Street

CITY STATE ZIP

Female Male

Please review back for graduation requirements and procedures

Program Completion for the end of: ____ Summer ____ Fall ____ Spring 20____ Year

Where should certificate be mailed if **not** to the above address?

Address _____

Other Colleges Attended: _____

Certificate Program Applying for: _____

This is not an Employment Concentration Certificate. See an Evaluator for questions.

I understand that if I do not want my name published in the commencement program handed out at graduation I must file a *Student Petition Form* with the evaluation office before May 1st; otherwise my name **WILL** be printed.

Signature _____ Date _____

OFFICE USE ONLY

Math competency: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Comments: Please refer to the academic evaluation enclosed
Reading competency: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
12 unit residency requirement met: Yes No	
GPA requirement: (Minimum 2.00 GPA) Catalog Rights:	
Requirements Completed and/or In Progress: Yes No	Date of Evaluation: By:
Posted to Transcript: Final GPA:	Certificate Sent:

PROCEDURES FOR CERTIFICATE OF ACHIEVEMENT

1. Official transcripts from other colleges must be on file in the Enrollment Services Department by the deadline date. It is the student's responsibility to have these official transcripts on file.
2. Formal application procedures (this form) must be filed with the Enrollment Services Department. Deadline dates will be posted in the current class schedule under Important Dates.
3. A copy of the formal application for a certificate is sent to the student regarding certificate status.
4. If student wishes to participate in commencement exercises in May/June, he/she must make arrangements for a cap and gown through the bookstore. The bookstore puts on an annual graduation fair generally mid April/early May.

Certificates are mailed to the student on or about the following dates:

Summer Session — September 30 Fall Semester — February 15 Spring Semester — July 15

Certificate Programs:

Administration of Justice
Alcohol & Drug Studies
Advanced Audio Technology
Audio Technology
Automotive/Transportation Technology
Business Administration:
 Business Administration
 Small Business Operations
Child Development and Education
Computer Information Systems:
 General Track
 Internet Authoring
 Programming
 Networking

Diagnostic Medical Sonography
Engineering Technology: Drafting
Fire Technology
Gerontology
Golf Course/Turf Management
Geographic Information Systems
Legal Assistant
Management/Supervision
Medical Assistant
Multimedia
Musical Theater

Nursing - Licensed Vocational Nursing
Office Administration:
 Business - Clerical
 Business - Office Administration
 Technician
 Microsoft Application Specialist
Photography
Real Estate
Technical Theater
Water Technology

NOTE: Some students may have catalog rights for Certificate programs not listed above. Please verify with a counselor.